



Republic of the Philippines  
Department of Environment and Natural Resources  
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## MEMORANDUM

TO : **All Designated IQA Team Leaders**  
Staff Bureaus  
Regional Offices, PENROs and CENROs

FROM : **The QMS Lead Auditor**  
DENR Central Office

SUBJECT : **SUBMISSION OF AUDIT PLAN OF IQA TEAMS FOR THE  
CONDUCT OF INTERNAL QUALITY AUDIT AT THE  
STAFF BUREAUS AND ALL FIELD OFFICES**

DATE : January 23, 2023

In view of the implementation of the Quality Management System (QMS) in the DENR Offices and in line with the scheduled External Surveillance Audit in April 2023 and to ensure continued ISO 9001:2015 certification, the designated Team Leaders of Staff Bureaus and Regional offices are requested to prepare their respective audit plan and audit notice based on the approved audit programme and submit the same on or before January 31, 2023.

In accordance with Special Order No. 2023-12 dated January 10, 2023, the Internal Audit Teams shall audit their assigned offices from January to March 2023. As such, Audit Findings Report (AFR) shall include monitoring of corrections and corrective actions and the verified updates on the closeout of all issued Corrective Action Requests (CAR), if any, and the accepted and signed CAR, if any, to be submitted to the undersigned on or before March 2023.

For strict compliance.

  
**MARIA MATILDA A. GADDI**

MEMO NO. 2023 - 57